



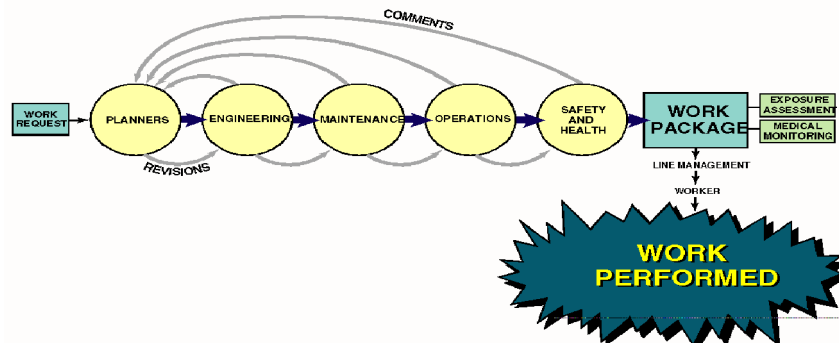
INTRODUCTION TO ENHANCED WORK PLANNING

What is Enhanced Work Planning?

Enhanced Work Planning, or EWP, is an innovative approach to work planning that demonstrates that safety and productivity go hand in hand. EWP is a process that evaluates and improves the site programs through which work is identified, planned, approved, controlled and executed. It focuses on the prevention of worker accidents through the early identification and control of hazards by bringing together support organizations such as safety, health, medical, environmental and quality assurance when planning work. The EWP process is sponsored by line management to enhance productivity by involving the worker, applying a graded approach and sharing lessons learned with sites across the complex.

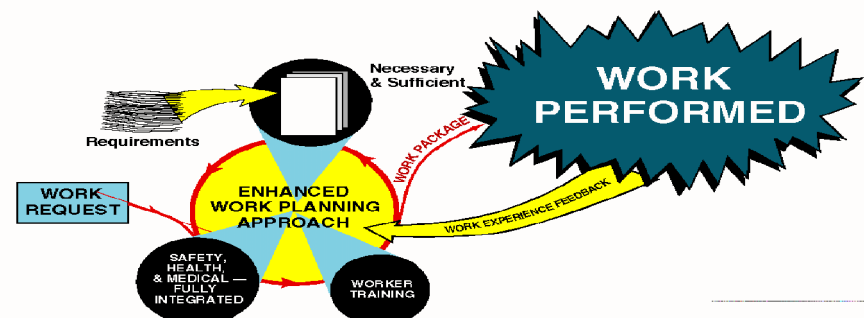
Traditional Approach to Planning Work in DOE : The traditional approach has been a sequential review of work packages by subject matter experts (e.g., safety, health, maintenance, planning and engineering). Any time a subject matter expert makes a change or revision, all the parties must review the work package again.

The Traditional Approach



The Enhanced Approach to Planning Work in DOE : The enhanced approach uses both team and risk-based approaches to plan work. Health and safety are integrated early into the planning process. Redundant reviews of work packages are eliminated, increasing productivity.

The Enhanced Approach



The Five Elements of EWP

Line Management Ownership: Line management ownership is central to EWP's success. Line management, as well as the core team, must sponsor the initiative. Line management assumes the ownership of the planning, implementation and results of EWP activities. Line managers who have a positive attitude toward improving the work management process and an acceptance and understanding of the responsibilities of the Enhanced Work Planning process characterize a successful EWP process.

Organizationally Diverse Teams: Organizationally diverse teaming is at the heart of the EWP process. These teams are composed of different disciplines (e.g. health and safety, quality assurance, engineering, planners, line management, radiological control, training and medical) who safely, effectively and efficiently plan and manage work. EWP's team approach to planning eliminates sequential review and input to the planning process which is inefficient, prevents the cycling and recycling of work packages, improves communication, provides "hands-on" experience, develops consensus and decreases work stoppages. Teams also provide synergism as they examine potential safety, operational and productivity issues.

Graded Approach to Work Management : Varying levels of hazards and hazard control dictate that not every work task requires the same degree of rigor in planning and execution. Teams plan work with a 'balanced combination' of hazard evaluation, written guidance, craft skills and the work site supervision necessary to achieve the quality workmanship essential to safe and reliable operations. When a graded approach to work planning is applied successfully, it provides an organization its greatest return on investment through improved efficiency and increased productivity.

Workforce Involvement : Worker involvement is an element essential for the success of EWP. It must begin at the earliest phase of work management and continue through to the actual execution of the work. In the context of EWP, 'worker' refers to anyone involved in accomplishing the work. Worker involvement leads to better processes and products, as well as improved worker morale.

Organized, Institutionalized Communication : The EWP initiative is made more efficient by sharing lessons learned and tools. A communication network between DOE sites, field offices and headquarters has made real-time sharing of lessons learned, tools, success and even failures a daily occurrence. This sharing of programs, procedures, software tools and training courses minimizes duplicative efforts and maximizes resources utilization. Communication promotes continuous improvement in the shortest time possible.

For further information about EWP, contact your site EWP coordinator or visit the EWP Homepage at <http://tis-nt.eh.doe.gov/wpphm/ewp>.